

Work Programme  
Children and Young People Overview and Scrutiny Committee  
Policy framework documents – Youth Justice Plan

**Appendix 2**

<i>Item</i>	<i>Work Type</i>	<i>Responsible officer</i>	<i>Objectives</i>
<b>5 June 2018 (Provisional Date)</b>			
Annual report of the Children's Social Care Service	Council Performance & Budget Monitoring	Deputy Director, Children and Adults	To scrutinise the annual report from the Children's Social Care Service
Annual Report on School Performance 2017	Performance Reviews	Director, Children and Adults Services	To scrutinise school performance for 2016/17 (minute 808, 8 March 2018 refers).
Cookham Wood Young Offenders Institute - update	Information Item	Deputy Director, Children and Adults	To consider a report providing information on Cookham Wood Young Offenders Institute.
Female Genital Mutilation	Other	Deputy Director, Children and Adults	To consider a report providing information on Female Genital Mutilation.
Medway Safeguarding Children Board	Holding to account	Independent Chair, MSCB	To scrutinise the activity of the Medway Safeguarding Children Board (MSCB).
School Place Sufficiency Strategy	Pre-decision scrutiny	Assistant Director, Commissioning, Business & Intelligence	To scrutinise the proposed School Place Sufficiency Strategy and forward recommendations to Cabinet for consideration.
Update on Supported Accommodation for Children in Care and Care Leavers	Information Item	Assistant Director, Commissioning, Business & Intelligence	To consider a report on the updated arrangements for supported accommodation for Children in Care and Care Leavers.
<b>31 July 2018 (Provisional Date)</b>			
Council Plan Monitoring 2017/18 Quarter 4	Council Performance & Budget Monitoring	Director, Children and Adult Services	To consider performance against the Council's key measures of success for the 4 <sup>th</sup> quarter of 2017/18 in so far as it relates to this Committee.
Six month update report on the recommendations from the Task Group	Task Groups	Deputy Director, Children and Adults	To receive a 6 month update report on the recommendations of the Task Group (minute 645 of 11 January 2018 refers).

<i>Item</i>	<i>Work Type</i>	<i>Responsible officer</i>	<i>Objectives</i>
on Employment Opportunities for 18-25 Year Olds (Including Apprenticeships)			
Update on transfer of Family Nurse Partnership (FNP) Service to Health Visiting Service	Other	Director of Public Health	To consider an update report on the transfer of the FNP to the Health Visiting service.
<b>4 October 2018 (Provisional Date)</b>			
Council Plan Monitoring 2018/19 Quarter 1	Council Performance and Budget Monitoring	Director, Children and Adult Services	To consider performance against the Council's key measures of success for the 1 <sup>st</sup> quarter of 2018/19 in so far as it relates to this Committee.
Medway Safeguarding Children Board	Holding to account	Independent Chair, MSCB	To scrutinise the activity of the Medway Safeguarding Children Board (MSCB).
<b>4 December 2018 (Provisional Date)</b>			
Council Plan Monitoring 2018/19 Quarter 2	Council Performance and Budget Monitoring	Director, Children and Adult Services	To consider performance against the Council's key measures of success for the 2nd quarter of 2018/19 in so far as it relates to this Committee.
Draft Capital and Revenue Budget	Council Performance and Budget Monitoring	Chief Finance Officer	To consider the Council's draft capital and revenue budgets for 2019/20.
School Admission Arrangements 2020	Pre-decision Scrutiny	Assistant Director, Commissioning, Business & Intelligence	To scrutinise the proposed admission arrangements for 2019 and forward recommendations to Cabinet for consideration.
<b>10 January 2019 (Provisional Date)</b>			
<b>7 March 2019 (Provisional Date)</b>			
Annual Report on School Performance 2018	Performance Reviews	Director, Children and Adults Services	To scrutinise the annual report of the performance of schools in Medway.
Council Plan Monitoring 2018/19 Quarter 3	Council Performance and Budget Monitoring	Director, Children and Adult Services	To consider performance against the Council's key measures of success for the 3rd quarter of 2018/19 in so far as it relates to this Committee.

<b>Item</b>	<b>Work Type</b>	<b>Responsible officer</b>	<b>Objectives</b>
Medway Safeguarding Children Board	Holding to account	Independent Chair, MSCB	To scrutinise the activity of the Medway Safeguarding Children Board (MSCB).
<b>To be determined:</b>			
Medway Test Procedure Review	Information Item	Assistant Director, Commissioning, Business & Intelligence	To consider the outcome of an internal review of the Medway Test procedures.
Presentation on the Mind of My Own App (MoMo)	Information Item	Director, Children and Adults Services	To consider a presentation on the Mind of My Own App.
Sure Start Children's Centre Arrangements	Information Item	Director, Children and Adults Services	To consider a report providing an update on Sure Start Children's Centre Arrangements following implementation of approved service reconfiguration.
Tackling Racism in Medway	Other	Director, Children and Adults Services	Report following findings of the Medway Youth Parliament Conference 2017 and update report submitted to the Committee on 5 October 2015.
Update Following a Further Inspection of Aut Even	Information Item	Director, Children and Adults Services	To scrutinise the Council's response and action plan to address any recommendations from Ofsted following its next inspection during 2018/19.
Update on the Integrated Youth Support Service	Other	Deputy Director, Children and Adults	To consider a progress report on the remodelling of the Integrated Youth Support Services.
Update on the NHS England Commissioned Childhood Immunisation Programme in Medway	Information Item	Director of Public Health	To scrutinise delivery and development of immunisation services.
Update on the Progress of the Special Educational Needs and Disabilities (SEND) Improvement Plan	Information Item	Director, Children and Adults Services	To scrutinise the progress of the SEND Improvement Plan developed following the outcome of the Joint Local Area SEND Inspection.

<i>Item</i>	<i>Work Type</i>	<i>Responsible officer</i>	<i>Objectives</i>
Youth Mentors in the Fostering Service	Information Item	Deputy Director, Children and Adults	To consider a presentation by Youth Mentors on the work they are undertaking in relation to the Fostering Service.

**Provisional 2018/19 dates: 5 June 2018, 31 July 2018, 4 October 2018, 4 December 2018, 10 January 2019 and 7 March 2019.**

### **CYP O&S Committee Work Completed in 2017/18:**

#### **5 December 2017**

- Annual Fostering Report
- Assistive Reproductive Technology
- Aut Even – Ofsted Inspection
- Council Plan Monitoring – Q2 2017/18 Performance Report
- Draft Capital and Revenue Budgets 2018/19
- Member's Item and petition on the closure of All Saints Nursery
- Overnight Short Breaks
- Petition on the Closure of Kingfisher Sure Start Centre
- School Admissions Arrangements 2019
- Sufficiency Report

#### **11 January 2018**

- Annual Adoption Report 2016/17
- Assistive Reproductive Technologies
- Attendance of the Portfolio Holder for Adult Services
- Immunisation Services update
- Maternity Services Transformation
- Medway Youth Council (MYC) Annual Conference Findings
- Report from the Task Group on Employment Opportunities for Young People in Medway
- Member's Item - Young Refugees and Unaccompanied Asylum Seeking Children

#### **8 March 2018**

- Annual Report on School Performance 2017
- Attendance of the Portfolio Holder for Children's Services (Lead Member)
- Attendance of the Portfolio Holder for Educational Attainment and Improvement
- Ofsted Inspection of Aut Even
- Council Plan Monitoring – Q3 2017/18 Performance Report
- Outcome of Joint Local Area Special Educational Needs and Disabilities (SEND) Provision Inspection
- Special Educational Needs (SEN) Home to School Transport Consultation and Policy Review

## Work Programme

### Health and Adult Social Care Overview and Scrutiny Committee

Item	Work type	Responsible officer	Objectives
<b>19 JUNE 2018 – DATE TBC</b>			
Medway NHS Foundation Trust (MFT) Update	Scrutiny of External Organisations	Chief Executive, MFT	To receive an update on the improvement journey of the Trust
Kent and Medway NHS Social Care Partnership Trust (KMPT)	Scrutiny of External Organisations	Chief Executive, KMPT	To scrutinise an update on acute mental health bed provision and the wider work of the Trust.
Medway Mental Health Strategy	Pre-decision Scrutiny	Director of Children and Adult Services	To scrutinise the draft Mental Health Strategy
Community Services Re-procurement Programme: Progress Report	Health Service Substantial Variations	Accountable Officer, Medway CCG	To receive an update on the reprocurement of community health services
Kent and Medway Strategic Commissioner	Scrutiny of External Organisations	STP Programme Director, Kent and Medway Sustainability and Transformation Partnership	To receive an update on the development of the Kent and Medway Strategic Commissioner
Three Conversations Model	Information Items	Director of Children and Adult Services	To receive an update on the development and implementation of the Three Conversations model at Medway

<b>Item</b>	<b>Work type</b>	<b>Responsible officer</b>	<b>Objectives</b>
<b>21 AUGUST 2018 – DATE TBC</b>			
South East Coast Ambulance (SECAmb) Trust Update	Scrutiny of External Organisations	Chief Executive, SECAmb	To receive an update on work being undertaken to address the inadequate rating following the Care Quality Commission inspection
Dementia Task Group – ‘How far has Medway gone in developing a Dementia Friendly Community?’	Task Groups	Director of Children and Adult Services / Director of Regeneration, Commerce and Culture	To receive an update on the implementation of the recommendations of the Task Group
Adult Social Care Complaints and Compliments Report	Performance report	Director of Children and Adults Services	To scrutinise information on the number, type and other information on adult social care complaints received during the period April 2017 - March 2018
Quarter 4 Council Plan report	Performance report	Director of Children and Adult Services	To scrutinise the performance against Council plan monitoring in relation to indicators that fall within the remit of this committee
Annual Public Health Report	Performance report	Director of Public Health	To scrutinise the Annual Public Health report ahead of consideration by Cabinet
Patient Transport	Scrutiny of External Organisations	Chief Clinical Officer, NHS West Kent CCG	To receive a progress report, including key performance data

<b>Item</b>	<b>Work type</b>	<b>Responsible officer</b>	<b>Objectives</b>
<b>16 OCTOBER 2018 – DATE TBC</b>			
Quarter 1 Council Plan report	Performance report	Director of Children and Adult Services	To scrutinise the performance against council plan monitoring in relation to indicators that fall within the remit of this Committee
Task Group - The Impact of Social Isolation for the Council	Policy development	Director of Children and Adult Services	To agree the draft report and recommendations of the Social Isolation Task Group

<b>Item</b>	<b>Work type</b>	<b>Responsible officer</b>	<b>Objectives</b>
<b>13 DECEMBER 2018 – DATE TBC</b>			
Quarter 2 Council Plan report	Performance report	Director of Children and Adults Services	To scrutinise the performance against council plan monitoring in relation to indicators that fall within the remit of this Committee
Draft Capital and Revenue Budget	Pre-decision scrutiny	Chief Finance Officer	To scrutinise the draft Capital and Revenue Budgets for 2017/18
Kent and Medway Adult Safeguarding (KMSAB) Annual Report	Scrutiny of External Organisations	Independent Safeguarding Chairman	To receive the Annual KMSAB report

<b>Item</b>	<b>Work type</b>	<b>Responsible officer</b>	<b>Objectives</b>
<b>17 JANUARY 2019 – DATE TBC</b>			

Item	Work type	Responsible officer	Objectives
<b>14 MARCH 2019 – DATE TBC</b>			
Quarter 3 Council Plan report	Performance report	Director of Children and Adults Services	To scrutinise the performance against council plan monitoring in relation to indicators that fall within the remit of this Committee

<b>DATE TO BE DETERMINED</b>			
Kent and Medway Sustainability and Transformation Plan	Scrutiny of External Organisations	Senior Responsible Officer for Kent and Medway CCG	To scrutinise the development of the Plan
Portfolio Holder Being Held to Account	Portfolio Holder Holding to account	Councillor Brake	To hold the Portfolio Holder to account on performance against his portfolio
Health and Wellbeing Board Being Held to Account	Holding to account	Councillor Brake	To hold the Chairman of the Board to account on the work undertaken by the Board and against the priorities in the Joint Health and Wellbeing Strategy
All Age Eating Disorder Service	Information Items	Director of Children and Adult Services	To receive an update on the service following the commencement of service delivery by a new provider

## **Work completed in 2017/2018:**

### **June 2017**

- South East Coast Ambulance Service Update
- Update Report: Medway Intermediate Care and Reablement Service
- Medway Integrated Urgent Care Redesign
- Community Services Re-procurement Programme: Progress Report
- Re-commissioning of Medway Adult Substance Misuse Treatment Services
- Council Plan Performance Monitoring Report End of Year: Quarter 4: 2016/17
- Work Programme



## **August 2017**

- Kent and Medway Sustainability and Transformation Plan Update
- Update on Medway NHS Foundation Trust (MFT)
- Kent and Medway NHS and Social Care Partnership Trust (KMPT) Mental Health Update
- Medway Integrated Urgent Care Redesign
- Adult Social Care - Annual Complaints and Compliments Report - April 2016 to March 2017
- Petitions
- Work Programme

## **October 2017**

- South East Coast Ambulance (SECAmb) Trust Update
- Kent and Medway Patient Transport Services - Performance Update
- Community Services Re-procurement Programme: Progress Report
- Quarter 1 Council Plan report
- Overview of Medway Community Support Outreach Team
- Work Programme

## **December 2017**

- Quarter 2 Council Plan report
- Draft Capital and Revenue Budget
- Kent and Medway Sustainability and Transformation Plan
- Medway NHS Foundation Trust (MFT) Update
- Kent and Medway NHS Social Care Partnership Trust (KMPT)
- Kent and Medway Adult Safeguarding (KMSAB) Annual Report
- Work Programme

## **January 2018**

- Attendance of the Portfolio Holder for Adult Services
- South East Coast Ambulance Service Update
- Kent and Medway Patient Transport Services - Performance Update
- Community Services Re-Procurement: Substantial Variation Decision
- Assistive Reproductive Technologies - Policy Review
- Dementia Task Group - How Far Has Medway Gone in Becoming a Dementia Friendly Community - Progress Report
- Work programme

## **March 2018**

- Transition from Children's to Adults' Services – Briefing
- Member's Item: Future of the RVS Older People's Centre
- Pharmaceutical Needs Assessment
- Medway Clinical Commissioning Group Operational Plan
- Kent and Medway Strategic Commissioner
- Council Plan Quarter 3 2017/18 Performance Monitoring Report
- Work programme



**Work Programme**  
**Regeneration, Culture and Environment Overview and Scrutiny Committee**

**Policy framework documents: Community Safety Plan, Local Transport Plan and plans and other strategies which together comprise the Development Plan**

<b>Item</b>	<b>Work type</b>	<b>Responsible officer</b>	<b>Objectives</b>
<b>14 JUNE 2018 (Provisional Date)</b>			
Council Plan Monitoring 2017/18 – Final Quarter	Council Performance and Budget Monitoring	Head of Performance and Intelligence	To consider performance against the Council's key measures of success for the final quarter of 2017/18
<b>16 AUGUST 2018 (Provisional date)</b>			
Dementia Task Group – Further 6 month update	Task Groups	Head of Performance and Intelligence	To receive a further 6 month update on the recommendations from the Dementia Task Group (Minute 683 of 23 January 2018)
6 month update report on the recommendations from the Task Group on Employment Opportunities for Young People in Medway	Task Groups	Assistant Director Physical and Cultural Regeneration	To receive a 6 month update report on the recommendations of the Task Group (minute 680 of 23 January 2018 refers)
Information on the levels of finance needed to be invested in the highways network in order to maintain current levels of technical performance	Information item	Head of Highways, Maintenance and Parking	To respond to a request by the Committee (Minute 899 March 2016 refers)
<b>18 OCTOBER 2018 (Provisional date)</b>			
Council Plan Monitoring 2018/19 Quarter 1	Council Performance and Budget Monitoring	Head of Performance and Intelligence	To consider performance against the Council's key measures of success for the 1 <sup>st</sup> quarter of 2018/19

Item	Work type	Responsible officer	Objectives
<b>6 DECEMBER 2018 (Provisional date)</b>			
Council Plan Monitoring 2018/19 Quarter 2	Council Performance and Budget Monitoring	Head of Performance and Intelligence	To consider performance against the Council's key measures of success for the 2nd quarter of 2018/19
Capital and Revenue Budget	Council Performance and Budget Monitoring	Chief Finance Officer	To consider the Council's draft capital and revenue budgets for 2019/20
Annual Scrutiny of the Community Safety Partnership	Scrutiny of External organisations	Assistant Director Frontline Services	Annual scrutiny of the Community Safety Partnership
<b>22 JANUARY 2019 (Provisional date)</b>			
<b>28 MARCH 2019 (Provisional date)</b>			
Council Plan Monitoring 2018/19 Quarter 3	Council Performance and Budget Monitoring	Head of Performance and Intelligence	To consider performance against the Council's key measures of success for the 3rd quarter of 2018/19
Annual Review of Waste Contracts	Council Performance and Budget Monitoring	Head of Waste Services	The annual review of waste
<b>DATES TO BE DETERMINED</b>			
Declaration of Four Elms Hill Air Quality Management Area – Action Plan	Pre-decision scrutiny	Assistant Director Frontline Services/Environmental Protection Team Leader	To consider the Four Elms Hill Air Quality Management Area – Action Plan (Minute 230 – August 2017 refers)
Placing Objects on the Highway – Finalised scheme and plans for expansion to other areas of Medway	Information item	Assistant Director Front Line Services	Subject to the scheme being approved by Cabinet, to receive a report outlining the finalised scheme and plans for expansion to other areas of Medway
Report back on Member's Item concerning Parking in Gillingham North and South Wards	Member's item	Assistant Director Front Line Services	To report back on possible ways forward for future consideration concerning parking in Gillingham North and South Wards (Minute 571 December 2017 refers)

## Work completed in 2017/18

### 15 June 2017

Member's Item – Splashes Leisure Pool

Report on the possible introduction of a 20sPlenty scheme in Medway

Council Plan Performance Monitoring Report End of Year: Quarter 4 2016/17

Petitions

Work Programme

### 17 August 2017

Petitions

Attendance by the Portfolio Holder for Front Line Services

Member's Item – Upper Luton Road Retaining Wall

Declaration of Four Elms Hill Air Quality Management Area

Report on the outcome of investigations into the possible provision of a mini roundabout at the Magpie Hall Road junction with Palmerston Road

Work Programme

### 19 October 2017

Attendance by the Portfolio Holder for Planning, Economic Growth and Regulation

Council Plan Performance Monitoring Report Quarter 1 2017/18

Petitions

Work Programme

### 7 December 2017

Annual Scrutiny of the Community Safety Partnership, including an update on the Community Safety Plan 2016 to 2020

Member's Item: Update on a proposed implementation plan for the Challenge 25 initiative

Attendance by the Portfolio Holder for Resources

Draft Capital and Revenue Budget 2018/19

Council Plan Performance Monitoring Report Quarter 2 2017/18

Member's Item: Parking in Gillingham North and South Wards

Petitions

Work Programme

### 23 January 2018

Attendance of the Deputy Leader and Portfolio Holder for Housing and Community Services

Attendance of the Portfolio Holder for Inward investment, Strategic Regeneration and Partnerships

Employment Opportunities for 18 – 25 Year Olds (including apprenticeships)

Placing Objects on the Highway Policy Review

Review of Parking Charges at The Strand Leisure Park

Dementia Task Group – How far has Medway gone in becoming a Dementia Friendly Community –

Progress Report

Petitions

Work Programme

12 March 2018 – Special

Call-in and Petition on Closure of Deangate Ridge Golf Course

28 March 2018

Petitions

Attendance by the Portfolio Holder for Business Management

Annual Review of Waste Contracts – Contract Year: October 2016 – September 2017

Member's item – Ban on Alcohol being brought into the Rochester Castle Concerts

Council Plan Performance Monitoring Report Quarter 3 2017/18

Work Programme